

## Trust Trustee and Governors of Academies in the Inspirational Futures Trust Expenses Policy

<b>Written by</b>	Trust Executive Officer	
<b>Reviewed by</b>	Finance Committee	3 October, 2018
<b>Approved by</b>	Approved by Trust Board	12 September, 2018
<b>Adopted by academies</b>	By: BFA Crockerne HMA NSETC St Katherine's	30 November, 2018
<b>Next Review:</b>	Annually –July 2019	

## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Overview .....	3
4. Monitoring arrangements .....	4
Appendix 1: governor claim form .....	5
Appendix 2: approved mileage rates .....	6

## 1. Aims

The Trust board and local governing board of each Trust academy has decided to pay reasonable allowances from the Trust/academy's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

## 2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

## 3. Overview

Members of the Trust board and local governing board of each trust academy may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Trust board and local governing board of each trust academy may claim allowances by completing a claim form (see appendix 1) and submitting it to the clerk of the Trust or clerk of the local governing board.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Trust board and local governing board of each trust academy may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the finance director of the Trust or chair of local governing board **before** they are incurred.

The chair of the Trust board or chair of the local governing board of each Trust academy (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a trustee/governor uses their own vehicle must not exceed the approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed annually by the finance committee of the Trust board. Any amendments will be presented at a meeting of the Trust board.

## Appendix 1: governor claim form

### Trustee/governor claim form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Claim period: \_\_\_\_\_

I claim the total sum of £\_\_\_\_\_ for trustee/governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the clerk of the Trust or clerk of the local governing board along with any relevant receipts.

The form should be submitted within [number of days/weeks] of the expenses being incurred.

## Appendix 2: approved mileage rates

Car mileage (up to 10,000 miles per year)	40p per mile
Car mileage (over 10,000 miles per year)	25p per mile
Car mileage between trust sites within 5 miles	18p per mile
Car mileage between trust sites to Bristol	40p per mile
Car allowance mileage	18p per mile
Motorcycle allowance (any cc)	15p per mile
Travel between trust sites within Weston-super-Mare	18p per mile
Cars and vans	150.00
Motorcycles	100.00
Breakfast (maximum)	8.00
Lunch (maximum)	10.00
Evening meal (maximum)	18.00